

# REQUEST FOR PROPOSAL

## Addendum # 1



Department Of Executive Services  
Finance and Business Operations Division  
**Procurement and Contract Services Section**  
206-684-1681 TTY RELAY: 711

**DATE ISSUED: October 27, 2004**

RFP Title:	<b>West Hill Governance Option Study</b>
Requesting Dept./ Div.:	<b>King County Office of Management &amp; Budget</b>
RFP Number:	<b>160-04CMB</b>
Due Date:	<b>November 4, 2004 - 2:00 P.M.</b>
Buyer:	Cathy M. Betts, <a href="mailto:cathy.betts@metrokc.gov">cathy.betts@metrokc.gov</a> (206) 263-4267

This addendum is issued to revised the original Request for Proposal, dated October 14, 2004 as follows:

1. The proposal opening date remains the same: Thursday, November 4, 2004 no later than 2:00 p.m. exactly.

### The following information is provided in response to questions received:

Q1: The RFP states that adherence to the schedule is critically important, yet no timeframe for the study is noted except for a 6-month contract term in Part 7. When do King County and the community need to have the study completed, and what is driving the schedule?

A1: *Time is of the essence. The community, the County and the assembled citizen task force are all eager to resolve once and for all the governance future of West Hill. A study completed by spring of 2005 would in theory allow for a November 2005 annexation vote. The County will look to bidders to put forth a time frame that they think is reasonable in order to complete all of the requested tasks. However, in order to engage and maintain the community's interest in the study process, a short time frame is preferred.*

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### TO BE ELIGIBLE FOR AWARD OF A CONTRACT, THIS ADDEMDUM MUST BE SIGNED AND SUBMITTED TO KING COUNTY

**Sealed proposals will only be received by:**

**King County Procurement Services Section, Exchange Building, 8<sup>th</sup> floor, 821 Second Avenue, Seattle, WA 98104-1598. Office hours: 8:00 a.m. - 5:00 p.m., Monday - Friday**

Company Name

Address		City / State / Postal Code
Signature	Authorized Representative/Title	
Email	Phone	Fax

This Request for Proposal – Addendum will be provided in alternative formats such as Braille, large print, audiocassette or computer disk for individuals with disabilities upon request.

- Q2: A survey is requested measuring preferences for governance alternative. Is there a preferred format for the survey (phone, mail, other) and what share of the \$75,000 budget does King County expect the survey to take?
- A2: *There is no preferred survey format. There is also no minimum or maximum budget for the survey. The bidder is expected to put forth a proposal for a survey that they think will accurately solicit community input given the total project budget.*
- Q3: The fourth bullet under Task 5 in the RFP states that the consultant will "Summarize *fiscal performance* ... for annexation alternatives. Examine and explain how the *finances* ... could change with annexation to each surrounding city." (emphasis added). Can the County expand on what it means when it refers to fiscal performance? Is this task meant to encompass an analysis of the potential fiscal impact of annexation on the cities of Renton and Seattle?
- A3: *Task 5 is not intended to assess the fiscal impact of annexation on the cities of Renton or Seattle. Each of these cities has conducted their own annexation impact analysis. Rather, it is an attempt to characterize for the average household what the "financial picture" will look like if they are annexed to Renton or Seattle. What typical fees, taxes, licenses, etc. would they pay and what in the way of services would they receive. To complete the picture, the consultant should make some observations, whether qualitative and/or quantitative, about each city's ability to financially absorb the community of West Hill. In short, can it be said that annexation to one city is preferred over another based on financial impact to the average household, levels of service received, and the ability of that city to provide those services over time.*